

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Personnel Technician I	DISTRICT/DIVISION/OFFICE 22 Division of Human Resources	
WORKING TITLE Personnel Technician I	POSITION NUMBER 702-008-5160-	EFFECTIVE 08/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork

GENERAL STATEMENT: Under the general direction of the Resource and Project Management Office Chief, the incumbent will independently handle the more complex duties associated with the TAB Fusion Project within the Division of Human Resources (DHR). The Personnel Technician (PT) will be responsible for the electronic transfer of Human Resources' historical data and records for various audits and compliance reviews in accordance with applicable laws, rules and retention schedules. The incumbent demonstrates a positive attitude and a commitment to provide service that exceeds our customers' expectations.

TYPICAL DUTIES:

Percentage

Job Description

Essential (E)/Marginal (M)¹

- | | |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 65% (E) | Act as the primary technician for the electronic transfer of historical Human Resources documents and records into TAB Fusion. Works with the Lead Analyst to review, schedule, organize and track the dissemination and collection of personnel records. Analyze the electronic roster for non existing historical records to determine if electronic file needs to be created. Ensure electronic records are purged and maintained according to the California State Records and Information Management Program (CalRIM) and DHR's retention schedule. Assists with training, preparing and editing training materials and reference guides for TAB users. Document, edit and track procedural changes related to the project. |
| 25% (E) | Assist with providing consultation to DHR managers and supervisors regarding TAB's functions relative to their Program. Facilitate the retrieval of personnel documents transmitted for archiving. Create and update Excel spreadsheets. Assist the Lead Analyst with TAB's privilege access tests and provide training to new staff assigned to the Project. |
| 10% (M) | May be assigned to assist other staff in their assignments and act as a backup in areas that need assistance. |

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must possess good organizational skills, have the ability to operate basic office equipment and computer programs such as Microsoft Office and FileMaker Pro. Must possess a valid typing certificate with the ability to type 40 words per minute.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incorrect information provided to the public and Department employees may damage the Department's credibility. Incorrect information to employees could have a serious impact on their employment benefits.

Responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with DHR staff, the public, visitors, management, and other personnel throughout Caltrans and other agencies. The incumbent must maintain a good working relationship with all customers, internal and external. The incumbent must work with others in a cooperative and professional manner.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must respond appropriately to situations. Employee may need to bend, stoop, and kneel. Employee must be able to organize volumes of varied documents. Employee must be able to multi-task and prioritize work.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. The work site may have limited viewing access to the outdoors and the incumbent will work in a cubicle office setting.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

Employee Name (please print)

Employee signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor signature

Date